

RIGHT OF WAY ENCROACHMENT GUIDELINES DATED JUNE 1999

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RIGHTS OF WAY ENCROACHMENT GUIDELINES

I. Title.

This article will be known as the "Augusta, Georgia Rights of Way Encroachment Guidelines." This article is a support document to Title 7-Chapter 3-Article 3 "Excavations" and Article 4 "Use of County Rights of Way"

II. Definitions.

A. Active Project - A utility activity that has been permitted that is within the time period from the "Beginning of Work" until the expiration of the 18-month "Warranty Period".

B. Applicant - The individual or the agency he represents that has completed and signed the "Application and Permit for Utility Facility Encroachment" Form.

C. Application and Permit for Utility Facility Encroachment - A form provided by the Department of Public Works and Engineering that is to be filled out by the "Applicant". Upon such time that the application is signed by the City Engineer the application shall serve as the Permit.

D. Beginning of Work - The initial activity as part of an approved permit as determined by the City Engineer.

E. City Engineer - The City Engineer shall include the City Engineer or one of his designated representatives which includes, but is not limited to, the Utility Inspector.

F. Permit - The approved application form that is signed by the City Engineer.

G. Utility Company - Any entity installing a utility facility. This shall include all subcontractors performing work for the Utility Company.

H. Utility Activity- Any activity conducted on a site that is in conjunction with an approved

permit. This can include utility locating, traffic control, erosion control, etc.

I. Warranty Period - The period of time from the acceptance of completed permitted work to the end of an 18-month period.

J. Working Day - This shall include any day, Monday through Friday, excluding Augusta, Georgia holidays, from 8:30 a.m. to 5:00 p.m.

III. Exceptions

This article shall apply to any encroachment within City right of way undertaken by any person except for the following:

A. Projects operating with an approved Site Plan. This does not include projects operating with an approved Grading Permit.

B. Short side taps within an approved Subdivision Development.

C. Individual residential taps that do not require crossing or encroaching the roadway. Multiple residential taps on the same street will require a permit.

D. Individual aerial service taps.

IV. Requirements

No encroachment or excavation shall begin within any public rights of way (street, road, alley, lane or other public thoroughfare) of Augusta, Georgia until the following requirements have been met:

A. Financial Security Proof: The applicant must provide proof of financial security in the amount of three thousand dollars (\$3,000) for one (1) to three (3) active projects, five thousand dollars (\$5,000) for four (4) to five (5) active projects, and ten thousand dollars (\$10,000) for six (6) or more active projects as approved by the City Engineer. An "Active Project" is defined as one that is within the time period from the beginning of work until the expiration of the 18-month warranty period. The "Beginning of Work" is defined as the initial activity on the site as approved by the City Engineer. The 18-month warranty period begins after final acceptance of the permitted work.

The following three forms of proof of a Financial Security are acceptable:

1. Letter of Escrow - A Letter of Escrow from a chartered state or national bank or savings and loan institution which confirms an escrow deposit by the contractor or applicant designating the City of Augusta, Georgia as the obligee.

2. Letter of Credit - A Letter of Credit from a chartered state or national bank or savings and loan institution which designates the City of Augusta, Georgia as the obligee.

3. Permit Bond - A Permit Bond from an authorized bonding agency which designates the City of Augusta, Georgia as the obligee. The bond shall have a continuous beginning date, and only the City Engineer can release the bond.

B. Submittal Package Approval

1. Application and Permit for Utility Facility Encroachment - This form is provided by the Department of Public Works and Engineering and shall be completed by the applicant. The form shall be returned to the Department of Public Works and Engineering for review. The application is not valid until signed by the City Engineer at which time the application form will serve as the permit.

2. Plans - Two sets of plans shall be submitted to the City Engineer providing the details regarding the proposed utility installation and/or repair. The plans shall show the type, location, depth, etc. of the proposed activities, and the plans shall include, but are not limited to, the location of existing utilities, references in relation to existing edges of pavement and/or backs of curbs, dimensions, rights of way, etc. The plans shall show any proposed road jack or bore locations and details and any proposed traffic flow alterations such as lane closures or detours. Approval of the application does not grant approval of the proposed traffic flow alteration. That approval process is discussed in "Section IV.A. Request for Traffic Flow Alteration" of this article.

3. Verification of Financial Securities. Verification of a financial security in an adequate amount based on the number of active projects per Section A - "Financial Security Proof" shall be provided with each application. If this is an initial submission for an encroachment, the person signing the security and the Utility application shall be the same.

C. Permit Validation - The permit shall be on site at all times in a weather protected legible state. Failure to produce the permit shall be cause for an immediate stop work order. All related special requirements as outlined on the back of the permit shall be followed at all times. All permitted work shall begin within twelve (12) months of the approval date.

Following submission of the Submittal Package as described herein, the Department of Public Works and Engineering shall have a period of thirty (30) days to take action to approve, to approve with conditions, or to disapprove the package. The applicant may agree in writing to waive the thirty- (30) day take action period if the results of the action would result

in disapproval.

V. Notification.

A. Request for Traffic Flow Alteration

1. Detours and Road Closures - A request for a detour shall be submitted, in writing, to the City Engineer. Upon the determination by the City Engineer that a detour is required and no viable alternative is available, a detailed Traffic Control/Detour Plan shall be received by the City Engineer two (2) weeks prior to the expected date the detour is to begin. Written approval by the City Engineer will be required prior to implementing any detour. After approval, public notification in the form of press releases regarding the detour will be handled by the Department of Public Works and Engineering.

2. Lane Closures - Approval for all lane closures shall be obtained from the City Engineer. Lane closure requests shall be received by the City Engineer a minimum of forty-eight (48) hours in advance of the expected date and time of the lane closure. Any required public notification in the form of press releases would be determined and handled by the Department of Public Works and Engineering. In emergency or routine maintenance situations requiring short durations, as defined in the MUTCD, a notification will not be necessary. However, whenever practical, the Department of Public Works and Engineering should be notified.

B. Commencement of Work - The Department of Public Works and Engineering shall be notified at least twenty four (24) hours prior to the beginning of any permitted activity. A minimum of one (1) hour advance notice during regular working hours (8:30 a.m. to 5 p.m., Monday – Friday, excluding Augusta, Georgia Holidays) shall be given by the applicant prior to beginning any backfill operation or any concrete or asphalt placement in any City roadway or in conjunction with any activity that by improperly backfilling could cause a public safety hazard or create a maintenance problem. Any backfill accomplished without this minimum one (1) hour advance notice shall be removed in its entirety. The applicant must obtain permission from the City Engineer before placing concrete or asphalt. This notification process does not prohibit the applicant from backfilling or placing asphalt or concrete if the City Engineer has been properly notified and is not on site within one hour.

C. Intermittent Notification Requirements - Anytime that the permitted work is to be suspended for more than three (3) working days, the applicant shall contact the Department of Public Works and Engineering a minimum of one (1) working day prior to the suspension. The applicant shall contact the Department of Public Works and Engineering a minimum of twenty-four (24) hours prior to beginning any roadway jack and/or bore activities. This includes excavating the jack or bore pit.

D. Completion of Work - The applicant shall notify the Department of Public Works and Engineering as soon as practical after completion of permitted work which shall be no more than one (1) working day. The Department of Public Works and Engineering shall have up to

three (3) working days after notification of completion to inspect the completed work. Upon acceptance of the permitted work, the 18-month warranty period will commence.

E. Outside of Normal Working Hours - The cost of inspection by the City of Augusta, Georgia before or after regular working hours, on Saturdays, Sundays, or Augusta, Georgia Legal Holidays, shall be paid for by the applicant requiring the inspection at a rate of 1-½ times the regular salary per hour of the inspector plus 7.65% for the employer's FICA/Medicare match. Approval for the inspection outside of normal working hours shall be obtained from the City Engineer forty-eight (48) hours in advance. Prior to the commencement of work requiring inspection outside of normal working hours, the applicant shall sign a form which is furnished by the Department of Public Works and Engineering agreeing to pay the overtime. The Department of Public Works and Engineering will bill the Contractor for payment.

F. Damage to Property of Others - Any damage to City rights of way, existing utilities, existing storm drainage systems, private property, etc. which occurs while working on an active project shall be reported to the Department of Public Works and Engineering immediately. The applicant is responsible for the repair of any such damage.

VI. Construction. When any provisions of this article do not meet the minimum requirements of the Georgia Department of Transportation - Standard Specifications, Current Edition, the Georgia Department of Transportation-Standard Specifications, Current Edition controls.

A. Traffic Control - When any provisions of this section of this article do not meet the minimum requirements of the Manual of Uniform Traffic Control Devices (MUTCD), Current Edition, or the Georgia Department of Transportation Standard Specifications and Supplemental Specifications "Section 150- Traffic Control", the MUTCD shall control.

All work within City rights of way requires traffic control measures. Rights of way includes but is not limited to all streets, roads, alleys, lanes, other public thoroughfares, shoulders, easements, etc. No work shall begin within City rights of way until the appropriate traffic control devices have been placed in accordance with the minimum requirements. Alterations to traffic flow shall not commence unless all notification requirements are met and all labor, materials, and equipment necessary to make the alterations are available on the site.

There shall be one designated Contractor's representative capable of, and charged with, the responsibility for traffic control on the site. This individual's traffic control responsibilities shall have priority over all other assigned duties and responsibilities. This individual shall have a copy of "Part VI. Standards and Guides For Traffic Controls for Street and Highway Construction, Utility and Incident Maintenance Management Operations" of the MUTCD on the job site at all times. Copies may be obtained from the Federal Government Printing Office:

Superintendent of Documents
U. S. Printing Office

When flaggers are required, the flaggers shall be state certified, and the flaggers must have the State Certification Card on site at all times. Failure to produce the State Certification Card will result in an immediate stop work order until a state certified flagger with an up-to-date State Certification Card can be designated to replace the uncertified flagger.

B. Verification of Field Conditions - It is the Utility Company's representative or the applicant's responsibility for locating and maintaining any existing utilities, and any cost associated with the relocation of existing utilities shall be at the expense of the Utility Company and/or the applicant. It is the applicant's responsibility to verify the limits of right of way, the location of existing utilities, and the location of existing storm drainage systems prior to commencing work.

C. Road Cuts - All road cut excavations shall conform to the Augusta Utility Road Cut Detail. This detail supercedes the Georgia Department of Transportation Standard 1401 - "Pavement Patching Detail".

1. Backfill - All backfill shall be compacted in lifts no more than eight (8) inches, loose measure, spread and compacted uniformly. In all cases the backfill shall be compacted to 95% of the maximum laboratory dry density, to within twelve (12) inches of the top of subgrade. The top twelve (12) inches of the backfill shall be compacted to at least 100% of the maximum laboratory dry density. The top of subgrade is that elevation located immediately beneath all base and paving materials. The maximum laboratory dry density shall be determined from the Standard Proctor Test. A mechanical compactor and qualified operator shall be on site prior to beginning any excavations. The mechanical compactor shall remain on site at all times during the backfilling operation.

Backfilling with sand, using jetting and/or flooding to achieve compaction must Be approved by the City Engineer.

2. Concrete Cap - An eight (8) inch thick Portland Cement Concrete, Class "A" or better, concrete cap, shall be placed twelve (12) inches wider, each side, than the excavated trench/ditch. All edges shall be squared. All concrete shall be protected for twenty-four (24) hours after placement and no asphalt shall be placed during this period. If high early strength concrete is used, asphalt patching within the twenty-four (24) hour period will be considered based on early break cylinders obtaining a compressive strength of 3000 PSI. All costs associated with verifying compressive strength shall be borne by the applicant.

3. Asphalt Patch - All edges of the existing asphalt shall be sawed vertically to provide a clean, neat surface. Prior to placing the asphalt patch, the edges of the existing asphalt shall be tacked in accordance with the Georgia Department of Transportation Standard Specifications, Current Edition, "Section 413 - Bituminous Tack Coat". The minimum thickness of the asphalt patch shall be one and one half (1-½) inches after compaction.

Unless otherwise directed by the City Engineer, a mechanical spreader shall be used to place the asphalt for a permanent patch. After placement of the asphalt and after proper rolling, the final grade of the asphalt patch shall match the existing grade of the surrounding pavement. Hot Mix Asphaltic Concrete is required for permanent patches per Georgia Department of Transportation Standard Specifications, Current Edition, Section 400 - Hot Mix Asphaltic Concrete Construction". Cold Mix Asphaltic Concrete will be allowed for temporary patches per Georgia Department of Transportation Standard Specifications, Current Edition, "Section 401 - Cold Mix For Patching" at the discretion of the City Engineer.

4. Asphalt Overlay - All utility road cuts require an asphalt overlay. The minimum width shall be one full lane width. The minimum length is fifty feet which is a minimum twenty-five (25) feet on each side of the center of the utility cut. In certain unique circumstances the City Engineer may decrease the minimum fifty- (50) feet length. The minimum thickness of the asphalt overlay is one (1) inch after compaction. Overlay for diagonal and longitudinal cuts shall begin and end a minimum of ten (10) feet beyond the cut extremities. Refer to the applicable "Asphalt Overlay Detail". All asphaltic concrete shall be in accordance with Georgia Department of Transportation Standard Specification, Current Edition, "Section 400 - Hot Mix Asphaltic Concrete Construction".

D. Jack and/or Bore Method - No pavement will be cut for utility installation or repair unless authorized by the City Engineer.

1. No jacks or bores are to be made in or near roadways using any type of directional boring equipment or methods unless the contractor and the method have been approved by the City Engineer.

2. Jacks or bores under the roadways where the diameter of the bore is greater than two (2) inches in diameter than the utility being installed will require casings or conduits. The outside diameter of the casings or conduits shall be no more than two (2) inches smaller than the diameter of the borehole. Casing material requires the approval of the City Engineer.

3. Road jacks or bores shall have a minimum cover of forty-eight (48) inches. Road jack and/or bore details and locations shall be shown on the plans that are submitted with the permit request.

4. Jack or bore entrance and exit pits and set backs are to be a minimum of three (3) feet from the edge of road or the back of curb. Distance will increase with depth.

5. All contaminated water shall be either contained on site or removed from the site. There shall be no discharge of any contaminated water from the jack or bore operation into the municipal separate storm water system per "Title 5 - Utilities" and "Title 7 - Article 5 - Soil Erosion and Sediment

Control" of the Municipal Code.

E. Utility Corridor - All utilities including water and sewer shall install their respective utility facility in accordance with the following:

1. The width of the utility corridor is 9'-6" from the back of curb or the edge of pavement. If the right-of-way is less than fifty (50) feet, or the utility corridor is less than nine 9'-6", or if a utility has to encroach on any other utility, a coordination meeting with the involved utility companies and the City Engineer is required.

The following depths and distances from the back of curb or edge of pavement shall be adhered to: _

Utility Depth Distance

CATV 1' - 6" 2' - 6"

GAS 3' - 0" 4' - 4" (Opposite Side of Water)

PHONE 2' - 0" 6' - 2"

POWER 3' - 0" 8' - 0"

WATER 4' - 0" 4' - 4" (Opposite Side of Gas)

A tolerance of six (6) inches horizontally from either side will be readily accepted. However, the vertical tolerance will only allow the utility to be installed deeper than the above-designated depth. The depth is measured to the top of the facility.

Whenever possible, water mains shall be installed on the North or East Side, and gas mains shall be installed on the opposite side from the water mains.

In subdivisions where a ditch section is utilized, a coordination meeting may be necessary to clarify the utility corridor.

Reference can be made to the "Utility Corridor Detail" for additional information.

F. General

1. At no time shall material be placed in curb or gutter lines. Material may be placed on roadways only when an approved lane closure is in place, and the material shall be removed in its entirety at the end of the working day and prior to removing the lane closure. This includes, but is not limited to, excavated soil or construction materials.

2. Every effort to prevent damage to asphalt, concrete or soil surfaces by equipment outriggers, buckets, tracks, tires, etc. and/or associated equipment fluids such as diesel fuel or hydraulic fluid shall be made at all times. The repairs of this damage is the responsibility of the applicant.
3. The maximum length of an open trench is 150 linear feet unless approved by the City Engineer. All pits, trenches or cuts that when left unbackfilled create a safety hazard shall be backfilled daily. Temporary backfilling procedures for safety reasons will be considered at the discretion of the City Engineer. Steel plating of roadway trenches will be considered at the discretion of the City Engineer.
4. The Utility Protection Center (UPC) Georgia State Dig Law, commonly referred to as the "Georgia One Call System" shall be adhered to at all times.
5. Grassing, mulching and the implementation of Best Management Practices (BMP's) for the control of erosion and sediment shall be done in accordance with the "Manual for Soil Erosion and Sedimentation Control in Georgia", Current Edition.
6. All blasting shall be conducted in accordance with the Georgia Blasting Standard Act, Current Edition and the Georgia Department of Transportation-Standard Specifications, Current Edition, "Section 107.12- Use of Explosives".
7. Utility installation within longitudinal drainage ditch lines shall not be allowed unless approved by the City Engineer. If approved, a minimum cover of forty-eight (48) inches below the lowest point of the drainage ditch line will be required. Sanitary sewer line depths will be dictated by design requirements.
8. In wet areas where excavations for utility installations are conducted, Type II Foundation Backfill Material (#57 Stone) will be required as directed by the City Engineer.
9. All backfill in trench construction shall be compacted in lifts no more eight (8) inches, loose measured, spread and compacted uniformly. The backfill shall be compacted to 95% of the Maximum Laboratory Dry Density of the existing soil. The Maximum Laboratory Dry Density shall be determined from the Standard Proctor Test. Compaction efforts shall be conducted by mechanical means. A mechanical compactor and qualified operator shall be on site prior to beginning any excavations. The mechanical compactor shall remain on site at all times during the backfilling operation.
10. All trenches and backfilled material shall be left in a condition such that surface runoff water will adequately drain and not collect.
11. Plowing to install utilities will be allowed but must be approved by the City Engineer.
12. Whenever applicable and possible, joint trenches to install utilities are recommended.

13. A representative from any utility company within an approved subdivision shall be at the designated preconstruction conference.

VII. Warranty Period

The Utility Company and/or applicant shall agree to an 18-month warranty period which commences at the acceptance of the permitted work. During the 18-month warranty period the Utility Company and/or applicant is responsible for correcting any deficiencies which are related to soil erosion control, backfill settlement, structure and mechanical failures, etc. Upon notification of a deficiency requiring correction, the Utility Company and/or applicant shall have three (3) calendar days to correct the deficiency unless approved by the City Engineer. Any deficiency creating a public safety hazard shall be corrected immediately.

In the event that the Utility Company and/or applicant fails to repair the deficiency in the designated time frame, the Utility Company and/or applicant shall agree to be responsible to the City of Augusta, Georgia for payment in full of the costs associated with repairing the deficiency. This may include, but is not limited to, the forfeiture of any previously approved financial securities.

VIII. Failure to Complete Work.

In the event the Utility Company and/or applicant fails to complete the permitted work in a satisfactory manner, the Utility Company and/or applicant shall agree to be responsible to the City of Augusta, Georgia for payment "in the amount of twice" the costs associated with completing or repairing the deficiency. This can include, but is not limited to, the forfeiture of any previously approved financial securities.

IX. Emergency Permits.

Emergency permits may be obtained from the City Engineer by telephone and must be verified in writing within twenty-four (24) hours, or the next working day, by the Utility Company and/or applicant. All requirements contained herein shall apply to emergency permits as deemed feasible by the City Engineer.

X. Article Update

These guidelines are to be reviewed and updated if necessary on a yearly basis by the Utilities Subcommittee of the Subdivision Review Committee. The review will be tentatively scheduled in June of each year beginning in June 2000.

XI. Appendix.

Utility Road Cut Detail

Utility Corridor Detail

Asphalt Overlay Details

LAST UPDATED: NOVEMBER 5, 1999